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DEPARTMENT OF THE ARMY FIELD MANUAL

**HEADQUARTERS
AND
HEADQUARTERS COMPANY
QUARTERMASTER DEPOT**



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HEADQUARTERS AND HEADQUARTERS COMPANY, QUARTERMASTER DEPOT

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CHAPTER 1

INTRODUCTION

Section I. GENERAL

1. Purpose

The purpose of this manual is to provide personnel with the information necessary for the efficient operation of the Headquarters and Headquarters Company, Quartermaster Depot (T/O & E 10-521).

2. Scope

This manual covers the organization, training, and operations of the Headquarters and Headquarters Company, Quartermaster Depot, in a theater of operations.

Section II. THE UNIT

3. Mission

The mission of the Headquarters and Headquarters Company, Quartermaster Depot, is to provide a command agency for planning, supervising, and coordinating the training, administration, supply, and operation of the quartermaster units attached or assigned to the headquarters.

4. Assignment and Control

Assignment of the Headquarters and Headquarters Company, Quartermaster Depot, is usually to the communications zone as required. Depots in a theater of operations are under the control of the theater commander, who normally delegates control

of a depot headquarters to the theater quartermaster, who in turn delegates operational control to the communications zone quartermaster. If control is further decentralized to the various sections of the communications zone, control may be vested in the quartermaster of the section to which the unit is assigned. Depending upon the situation, a depot headquarters may also be under control of a field army quartermaster or a logistical command quartermaster.

5. Capabilities

The Headquarters and Headquarters Company, Quartermaster Depot, is capable of the following:

a. Provision of supervisory and administrative personnel for the quartermaster section of a communications zone base general depot or a communications zone branch quartermaster depot.

b. Provision of quartermaster logistical support in direct ratio to the capabilities of the operating units attached or assigned.

Section III. OPERATING UNITS UNDER DEPOT CONTROL

6. Command Units

Since Headquarters and Headquarters Company, Quartermaster Depot, is a planning and policy-making agency with supervisory and administrative responsibility, other units perform the actual operations and carry out the directives issued by the headquarters.

a. Headquarters and Headquarters Detachment, Quartermaster Group. The unit immediately subordinate to the Headquarters and Headquarters Company, Quartermaster Depot, is the headquarters and headquarters detachment, quartermaster group (T/O & E 10-22A). The group assists in coordinating the battalions attached or assigned and sees to it that depot headquarters directives are carried out efficiently.

b. Headquarters and Headquarters Detachment, Quartermaster Battalion. Subordinate to the headquarters and headquarters detachment, quartermaster group, is the headquarters and headquarters detachment, quartermaster battalion (T/O & E 10-536A). The battalion deals directly with companies, attached or assigned to the depot headquarters, which actually carry out the operations. Normally quartermaster units required to accomplish the operational mission of the depot are grouped according to their mission, i. e., supply or service. These operating units in turn are grouped (three to six companies) and placed under control of a headquarters and headquarters detachment, quartermaster battalion. If the number of operating companies justify two or more battalions, these battalions are placed under control of an appropriate number of headquarters and headquarters detachments, quartermaster group.

7. Operational Units

Many quartermaster companies may be assigned or attached to the Headquarters and Headquarters

Company, Quartermaster Depot. The number and type of companies used will depend upon the mission and needs of the headquarters. When necessary, the theater commander may assign appropriate troops of other technical service units to assist in the operation of the depot. When local conditions are suitable, some units may be organized under type B tables, employing indigenous personnel. The quartermaster units listed below may be placed under the technical and/or operational control of the appropriate section of the Headquarters and Headquarters Company, Quartermaster Depot.

a. Quartermaster bakery company (T/O & E 10-147A).

b. Quartermaster bath company, semimobile (T/O & E 10-257A).

c. Quartermaster clothing and general supplies depot company (T/O & E 10-227A).

d. Quartermaster graves registration company (T/O & E 10-297).

e. Quartermaster laundry company (T/O & E 10-167A).

f. Quartermaster petroleum depot company (T/O & E 10-377).

g. Quartermaster petroleum supply company (T/O & E 10-77A).

h. Quartermaster reclamation and maintenance company, semimobile (T/O & E 10-237A).

i. Quartermaster refrigeration company (T/O & E 10-247).

j. Quartermaster sales company (T/O & E 10-157A).

k. Quartermaster salvage company (T/O & E 10-187A).

l. Quartermaster service company (T/O & E 10-67A).

m. Quartermaster subsistence depot company (T/O & E 10-357A).

n. Quartermaster subsistence supply company (T/O & E 10-197A).

o. Quartermaster large drum manufacturing company (T/O & E 10-347S).

p. Quartermaster parts company (T/O & E 10-127A).

q. Quartermaster pack company (T/O & E 10-118).

r. Quartermaster animal depot company (T/O & E 10-97A).

s. Quartermaster aerial supply company (T/O & E 10-407A).

t. Quartermaster service organization (T/O & E 10-500).

u. Quartermaster supply depot company (T/O & E 10-367A).

v. Quartermaster air equipment repair and depot company (T/O & E 10-417).

w. Quartermaster mechanical and metal repair company (T/O & E 10-427).

x. Quartermaster clothing and textile repair company (T/O & E 10-437).

CHAPTER 2

TRAINING

8. Command and Administrative Section

The training of personnel of Headquarters and Headquarters Company, Quartermaster Depot, is the responsibility of the depot commander and will be conducted as prescribed in ATP 10-221, Army Training Program for Headquarters and Headquarters Company, Quartermaster Depot. Key depot officer personnel should be trained in both military and technical subjects pertinent to their job.

a. Adjutant. The adjutant, who is in charge of administration at the depot, should have a thorough training in Army organization and administration. He should be trained in the establishment and maintenance of files and in the handling of Army correspondence. A thorough background in the authentication and publication of orders, as well as training at the Adjutant General's school, is desirable.

b. Fiscal Officer. The fiscal officer should be trained in directing allotment of funds according to estimated expenditures and requests and, if shortages develop, in requesting additional funds. He should have completed a course at the Army Finance school and should be trained in—

- (1) Maintenance of files of obligating instruments, such as payrolls, orders, and con-

tracts, and determining of funds to be charged against allotments.

- (2) Reports of obligations and expenditures.
- (3) Fiscal accounting records of various funds and audit functions of the depot.
- (4) Fiscal correspondence.
- (5) Installation and operation of fiscal system.

c. Purchasing and Contracting Officer. The purchasing and contracting officer should be thoroughly familiar with all procedures for providing the depot with supplies and services. Most of the supplies handled by a depot will be obtained from the zone of the interior by requisition; however, certain supplies, together with services, may be obtained from allied or occupied countries or through indigenous sources. Among the subjects in which he should be thoroughly trained are—

- (1) Correspondence incident to purchase.
- (2) Methods of assignment and allocation of purchased supplies and services.
- (3) Recognized methods of purchasing and contracting, contract laws, and the preparation of contracts and purchase orders.
- (4) Army regulations and directives covering procurement activities.
- (5) Procedures for inspection of delivered supplies to insure compliance with contract requirements.

d. Security Officer. The security officer should be trained in—

- (1) Offensive and defensive measures against sabotage.

- (2) Supervision of guards, fire marshals, and air raid wardens.
- (3) Proper security of buildings, equipment, and supplies.
- (4) Methods of selecting civilian and military guards for protection of military installations and areas.
- (5) Plans to be carried out in case of fire.
- (6) Establishment of identification and pass systems at the depot.
- (7) Procedures for handling classified material.
- (8) Defense against enemy air or ground attack.

e. Criminal Investigating Officer. The criminal investigating officer should be trained in—

- (1) Procedure for conducting hearings, interrogating principals and witnesses, and taking such other action as is necessary to determine facts.
- (2) Procedure for preparing reports of findings and presenting summary of facts with recommendations for appropriate action.
- (3) Methods of analyzing and evaluating testimony.

f. Safety Officer. The safety officer should be trained in industrial processes, production methods, management policies, and military training requirements. Required training should consist of—

- (1) Organization and operations of safety programs of installations or facilities.
- (2) Safety procedures of major army units.
- (3) Methods of recognizing hazards and creating safety consciousness in troops.

- (4) Methods of establishing safety programs for depot personnel.
- (5) Methods of investigating, analyzing, and preventing accidents.
- (6) Procedure for reporting accidents as prescribed by SR 385-10-40 and SR 385-10-41.

g. Personnel Officer. A thorough knowledge of Army administration and personnel and classification procedure is essential background for the officer heading the personnel branch. Military training for the personnel officer should include—

- (1) Maintenance of records, rosters, correspondence, and reports pertaining to personnel matters.
- (2) Procedures for the maintenance of service records of military personnel and supervision of clerical staff in proper handling of forms.
- (3) Procedures for requisitioning personnel according to qualifications and handling matters pertaining to transfers and promotions.
- (4) Methods of preparing payrolls, vouchers, applications, and reports relative to pay, travel, allotments, and deductions.
- (5) Methods of determining personnel requirements.

9. Operations Section

The operations section is the control agency which allocates warehouse space, plans distribution of materials-handling equipment, and provides labor when it is needed. Personnel in this section must be

thoroughly familiar with all aspects of warehousing and the employment of mechanical equipment and labor at a warehouse.

a. Equipment Distribution Planning Officer. Training in the following subjects is necessary for the equipment distribution planning officer :

- (1) Requisitioning and editing methods for equipment of specified types.
- (2) Procedures for routing priorities and releases for shipment.
- (3) Preparation of charts showing location of major items under jurisdiction.

b. Warehouse Control Officer. The warehouse control officer, in addition to possessing a thorough knowledge of warehousing, should have completed courses in supply. Training in nomenclature of military supplies and employment of warehouse mechanical equipment is also recommended. Other training should cover—

- (1) Preparation of floor plans for storage.
- (2) Procedures for the assignment of space and storage of supplies.
- (3) Inventory procedures.
- (4) Purpose of stock locator system and other files and records incident to operation of warehouse.
- (5) Methods of expediting incoming and outgoing shipments.

c. Labor Officer. The labor officer is in control of all indigenous and service personnel attached to the depot and the assignment of any prisoner of war

labor used at the depot. The labor officer should be trained in—

- (1) Job analysis.
- (2) Job performance ratings.
- (3) Labor requirements of attached or assigned units.
- (4) Classification of laborers' abilities.
- (5) Capabilities of labor units.

10. Supply Section

The training of all personnel in the supply section should be of a continuous nature. Once the supply subsection of the section becomes operational, this training should take the form of on-the-job training, lectures and conferences, and circulation of training bulletins and pertinent memorandums in accordance with established training programs.

a. Subsistence Officer. Subjects in which the subsistence officer should be trained are—

- (1) Breakdown of the theater into zones and sections showing class I supply channels.
- (2) Mission and employment of class I supply units within the theater of operations.
- (3) Class I requisition procedures.
- (4) Local purchase methods.
- (5) Selection of class I operating sites.
- (6) Purpose and maintenance of stock locator system.
- (7) Types and efficient use of storage areas.
- (8) Care and preservation of supplies.
- (9) Class I accounting procedures.
- (10) Inspection of supplies.

- (11) Inventory procedures.
- (12) Preparation of reports and records pertinent to class I supplies.
- (13) Preparation of shipping documents.
- (14) Protection and demolition.

b. General Supply Officer. Subjects in which the general supply officer should be trained are—

- (1) Use of various types of shipping containers.
- (2) Marking of supplies for shipment.
- (3) Preparation of shipping documents.
- (4) Climatic problems in storage.
- (5) Methods of requisitioning class II and IV supplies.
- (6) Inventory of class II and IV supplies.
- (7) Preparation of reports and records.
- (8) Inspection of supplies.
- (9) Use of stock locator system.
- (10) Selection of operating sites.
- (11) Protection and demolition.

c. Petroleum Officer. Subjects in which the petroleum officer should be trained are—

- (1) Handling of petroleum products.
- (2) Types and specifications of petroleum products.
- (3) Quality control of petroleum products.
- (4) Stock control of POL supplies.
- (5) Inspection of petroleum products.
- (6) Precautions in handling gasoline.
- (7) Protection and demolition of petroleum products.
- (8) Types of POL containers.
- (9) Directives governing local procurement.

- (10) Fighting petroleum fires.
- (11) Preparation of petroleum records and reports.
- (12) Marking of containers.
- (13) Accounting for petroleum products.
- (14) Requisitioning procedures.
- (15) Selection of operating sites.
- (16) Preparation of shipping documents.
- (17) Storage of petroleum products and containers.
- (18) POL operational functions of the Transportation Corps and Corps of Engineers.

11. Field Service Section

The overall training program of the field service section should be of a continuous nature and should be conducted for the purpose of increasing the efficiency of the section. The chief of the field service section is responsible for the training of all personnel in the section, but the actual training is accomplished by the heads of the various subsections.

a. Reclamation and Maintenance Officer. The reclamation and maintenance officer should be trained in—

- (1) Recognition of machinery used by reclamation and maintenance companies.
- (2) Packing, stowing, and unpacking and setting up of quartermaster repair equipment under field conditions.
- (3) Computation of requirements for, and the receipt, storage, and issue of, supplies and spare parts used in repair of quartermaster equipment.

- (4) Operation of specialized equipment for standard methods of clothing and equipment repair.
- (5) Preparation of records required by accounting procedures.
- (6) Repair of equipment by the replacement of component parts on quartermaster equipment.
- (7) Provision of field maintenance for quartermaster equipment.
- (8) Preparation of lubrication orders and other advisory publications to assist users of quartermaster equipment in the proper upkeep and use of that equipment.
- (9) Recognition of characteristics of textiles.

b. Salvage Officer. The salvage officer should be trained in—

- (1) Baling, boxing, packaging, and labeling of salvage material, together with the place and method of storing the different items.
- (2) Receipt and handling of all types of salvage materials.
- (3) Fundamentals of inspection, classification, and evaluation of salvage materials and the disposition of all types of waste materials.
- (4) Functions, responsibilities, and organization of the units operating as salvage repair units.

c. Graves Registration Officer. The graves registration officer should be trained in—

- (1) Functions of the graves registration service and the missions performed by each unit of the service.
- (2) Relationship of the depot in the graves registration plan to other echelons of the service.
- (3) Preparation of reports, forms, charts, records, and statistics.
- (4) Methods and procedures for preparing and filing correspondence.
- (5) Methods of selecting, acquiring, laying out, and taking care of cemeteries.
- (6) Policy covering interment, disinterment, and reinterment.
- (7) Procedure for receipt, storage, and transmittal of personal effects.
- (8) Methods of identification.
- (9) Proper usage of inscriptions, grave markers, and monuments.
- (10) Procedures for the receipt, storage, and issue of graves registration supplies.

d. Laundry and Bath Officer. The laundry and bath officer should be trained in—

- (1) Nomenclature, functions, operation, and care and maintenance of organizational equipment.
- (2) Processing of laundry, including hospital and salvage laundry.
- (3) Methods of resizing, marking, and assembling laundry.
- (4) Selection and layout of area and placement of trailers and other items of equipment.

(5) Maintenance, security, camouflage, and storage of supplies.

(6) Methods of processing troops at shower installations.

e. Air Equipment Maintenance Officer. The air equipment maintenance officer should be trained in—

(1) Maintenance of parachute canopies and harness and pack assemblies.

(2) Folding, refolding, and packing of parachutes.

(3) Fitting, adjusting harness, and testing and cleaning assemblies.

(4) Storage, issue, and shipment of quartermaster air equipment from a depot.

(5) Repair and overhaul of parachutes.

f. Effects-Baggage Officer. The effects-baggage officer should be trained in—

(1) Procedures for inventorying of personal effects.

(2) Methods of safeguarding of personal effects and baggage.

(3) Collection and receipt of debts due estate of deceased.

(4) Methods of payment of undisputed creditors of deceased.

(5) Use of forms in processing of effects.

(6) Classifying of effects.

(7) Restrictions and regulations governing destruction of effects determined to have no intrinsic or sentimental value.

(8) Policy governing removal of effects which might cause embarrassment.

- (9) Directives governing disposal of money.
- (10) Recording data on report of interment.
- (11) Cleaning and storage of effects.
- (12) Shipping of personal effects.
- (13) Directives governing selling of certain personal effects.
- (14) Methods for handling of personal effects of allied dead.
- (15) Policy governing personal effects of enemy dead.

CHAPTER 3

ORGANIZATION AND EQUIPMENT

12. Organization

The Headquarters and Headquarters Company, Quartermaster Depot (fig. 1), consists of—

a. Headquarters. Headquarters is the supervisory unit which plans, administers, coordinates, and controls the operations of subordinate units. Headquarters will normally be commanded by a colonel unless the rank of brigadier general is recommended by the theater commander and approved by the Department of the Army. It consists of—

- (1) Command and administrative section.
- (2) Operations section.
- (3) Supply section.
- (4) Field service section.

b. Headquarters Company. Headquarters company is a housekeeping unit and is responsible for company administration and for messing, housing, and clothing headquarters and headquarters company personnel. Headquarters company is normally commanded by a captain.

13. Equipment

The Headquarters and Headquarters Company, Quartermaster Depot, is provided with only the equipment necessary for the performance of administrative tasks. This equipment will normally

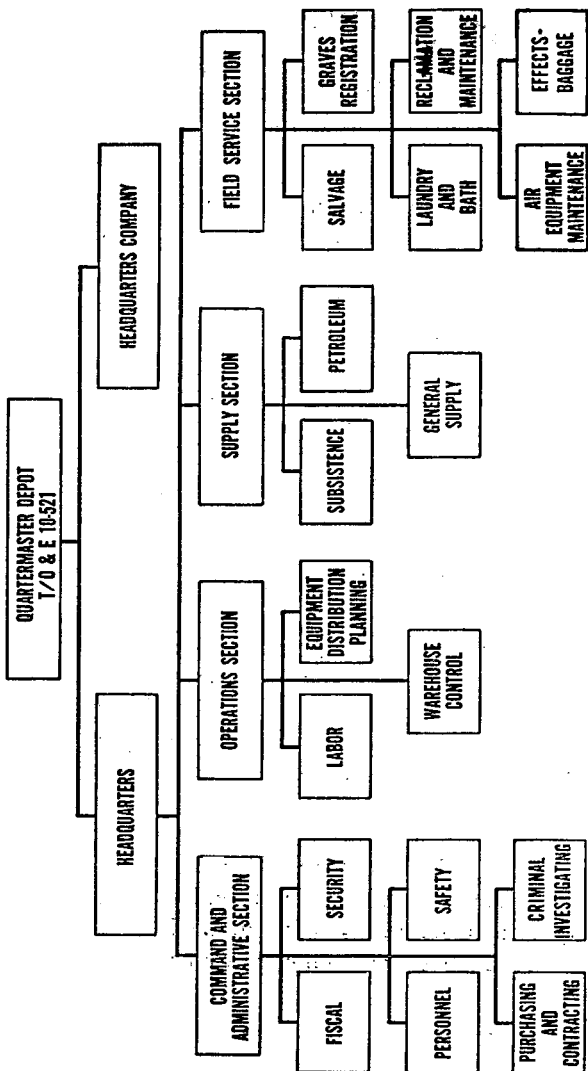


Figure 1. Organizational chart of the Headquarters and Headquarters Company, Quartermaster Depot.

consist of typewriters and other items of machinery required for office work. The depot headquarters is also issued the equipment necessary for messing the unit. Three 5-passenger sedans are provided for the purpose of transporting organic personnel of the Headquarters and Headquarters Company, Quartermaster Depot, and a truck is provided for kitchen use and other supply purposes.

CHAPTER 4

DUTIES OF KEY PERSONNEL

Section I. COMMAND AND ADMINISTRATIVE SECTION

14. General

The command and administrative section is commanded by a field grade officer. All functions of the section pertain to the operations of the depot as a whole.

15. Depot Commander

The depot commander is responsible for the efficient operation of the depot. He plans, directs, and coordinates depot operations and establishes a standing operating procedure for the depot in conformance with directives from higher headquarters. The depot commander is also responsible for keeping higher headquarters informed of the activities of the depot.

16. Executive Officer

The executive officer is the principal assistant to the depot commander. He may be assigned such duties as the depot commander sees fit. He is the chief means of liaison between the operating sections of the depot and the depot commander. In the absence of the depot commander, the executive officer acts as depot commander.

17. Adjutant

The adjutant performs administrative duties to coordinate operations of the depot. He receives and routes incoming mail and correspondence and reviews and authenticates outgoing correspondence. He directs the preparation of records and reports originating in the depot and authenticates and distributes orders and communications in the name of the commanding officer. He also arranges and coordinates training programs and meetings of depot personnel. If so authorized by the depot commander, the adjutant may also supervise mess and transportation functions, conduct inspections, and act as the depot commander's representative at official functions.

18. Security Officer

The security officer is responsible for the initiation and supervision of the security program of the depot and its installations. In general, the security officer will be responsible for the following:

- a.* Safeguarding all Government property against pilferage and sabotage.
- b.* Developing plans for warning alarms in the event of enemy attack.
- c.* Establishing standing operating procedure for active defense of installations under depot control.
- d.* Issuing directives for identification of employees (except prisoners of war).
- e.* Anticipating and providing for security requirements of the depot.

19. Safety Officer

The safety officer will be responsible for—

a. Initiating and supervising a safety program for the depot.

b. Analyzing all accident reports to determine causes of accidents in order that proper preventive measures may be taken.

c. Maintaining charts, graphs, and maps as considered necessary, which will show—

(1) Frequency of accidents.

(2) Grouping of accidents according to location and cause, and the age, sex, and occupation of the persons involved.

d. Preparing accident reports for submission to higher authority as prescribed by SR 385-10-40 and SR 385-10-41.

e. Making frequent inspections and recommending corrective action.

20. Fiscal Officer

The fiscal officer should be familiar with the agreements made between the United States and the government of the country in which the depot is located regarding the financing of certain services and supplies. In general, he will be responsible for—

a. Consulting with the responsible chiefs of the components of the depot to determine fund requirements, compile estimates, and secure funds required.

b. Administering the budget.

c. Determining the funds to be charged and the sufficiency thereof prior to incurring obligations.

d. Maintaining all required fiscal accounting records and preparing and issuing fiscal reports.

e. Preparing and certifying commercial vouchers for payment.

21. Purchasing and Contracting Officer

Procurement procedures are handled by personnel under the direction of the purchasing and contracting officer, who will be responsible for—

a. Supervising the purchasing and contracting of supplies, equipment, and services.

b. Consulting with depot staff on needs and buying problems.

c. Supervising the preparation of bids, making of awards, and preparation of contracts in accordance with basic laws and pertinent regulations.

d. Reviewing contracts for conformity with statutes and regulations.

e. Supervising the maintenance of finance records and preparing reports.

f. Procuring goods and services available from local sources as required in conformity with theater regulations.

g. Administering reciprocal trade transactions as required.

22. Personnel Officer

The personnel officer will be responsible for—

a. Supervising the reclassification of personnel.

b. Directing maintenance of personnel records.

c. Administering all personnel matters pertaining to personnel of Headquarters and Headquarters Company, Quartermaster Depot.

d. Supervising records pertaining to lengths of service in theater for rotation purposes.

e. Requisitioning and assigning personnel by MOS number as necessary.

23. Criminal Investigations Officer

The criminal investigations officer will be responsible for—

a. Assisting and advising interested agencies in investigating criminal violations by military personnel and indigenous personnel attached or assigned to the depot.

b. Reviewing and evaluating criminal cases and preparing pertinent correspondence.

c. Maintaining files and records and preparing reports relating to criminal investigations for higher headquarters.

d. Keeping the depot commander informed of criminal investigations at the depot.

Section II. OPERATIONS SECTION

24. General

The operations section is commanded by a field grade officer.

25. Warehouse Control Officer

In the subdepots which the Headquarters and Headquarters Company, Quartermaster Depot, has under its control, the warehouse control officer is responsible for bulk allotment of space. However, he is not responsible for placement of articles within the specified area, this duty being left to the dis-

cretion of the operating companies. Before submitting space recommendations to the commander of the Headquarters and Headquarters Company, Quartermaster Depot, the warehouse control officer usually consults the supply officer for suggestions. Unusual needs for additional space should be considered and the necessary adjustments made in the proposed assignments. After the original assignment of space, the warehouse control officer is responsible for the proper use thereof.

26. Equipment Distribution Planning Officer

The equipment distribution planning officer is responsible for distributing to users all materials-handling equipment used within the depot. He is charged with ascertaining requirements, maintaining records of use, and where necessary, coordinating distribution of equipment to other units to meet contingencies. A request for equipment must be submitted in the same manner and usually at the same time as a request for labor. The handling of supplies is of prime importance; however, there are other activities at depots which are not supply functions but which require the use of equipment. The equipment distribution planning officer must analyze the importance of each request and allot the equipment accordingly.

27. Labor Officer

Allocation of all available labor is under the control of the labor officer. When requirements are known, a request is submitted for the estimated number of workers required. After all requests for labor

are received, the labor force is apportioned to the operating units on the basis of requests and importance of work. The officer should be familiar with certain basic factors in checking requests for labor. He must know the area and facilities where gravity conveyors are used and where materials-handling equipment can be used.

Section III. SUPPLY SECTION

28. General

The supply section is commanded by a field grade officer.

29. Subsistence Subsection

The subsistence subsection, which is commanded by a field grade officer, is charged with the administration, supervision, control, and coordination of the receipt, storage, and issue activities of the attached or assigned troops operating in the storage areas. The subsection is also responsible for ascertaining what subsistence is on hand, what is on order, and what is expected. The subsistence officer must plan so that stocks remain at the required levels and so that the supply mission, as far as subsistence is concerned, supports the tactical situation. The subsistence subsection must work in close coordination with the labor and equipment distribution planning officer in order that the latter may be able to determine needs of the subsection and forward supplies to the proper agencies according to their necessity.

30. General Supply Subsection

The general supply subsection, which is commanded by a field grade officer, is in administrative and supervisory control of attached or assigned units who receive, store, and issue class II and IV supplies. Other duties of this subsection are similar to those outlined in paragraph 29.

31. Petroleum Subsection

The petroleum subsection, which is commanded by a field grade officer, is charged with the coordination of all activities pertaining to storage and distribution of petroleum in the area under headquarters control. The operation of the petroleum subsection is flexible. The operational site of units under subsection control will depend upon the theater commander's discretion and upon concentration of petroleum products. The major duties of personnel are—

- a.* Editing requisitions.
- b.* Preparing and distributing directives for petroleum activities.
- c.* Maintaining stocks at levels which will support the tactical situation.
- d.* Overall coordination of petroleum supply planning with the Transportation Corps, Corps of Engineers, and Theater POL staff section.

Section IV. FIELD SERVICE SECTION

32. General

The field service section is commanded by a field grade officer.

33. Salvage Subsection

The salvage subsection is commanded by a field grade officer. Normally, since the Quartermaster Corps is responsible for all quartermaster salvage, the salvage subsection must anticipate requirements and plan accordingly for handling salvage in that area of the communications zone under the control of the Headquarters and Headquarters Company, Quartermaster Depot. In addition, at least one depot in the theater will be given responsibility for receiving, classifying, storing, and disposing of salvage from all other units in the field. Salvage materials which are of no use will be disposed of in the manner prescribed by the theater commander. Duties of personnel are—

- a.* Formulating policy for salvage operations.
- b.* Maintaining records of salvage activities.
- c.* Inspecting subordinate installations.
- d.* Receiving and analyzing salvage reports.
- e.* Developing plans and programs for the utilization or disposition of salvage.
- f.* Keeping the headquarters commander informed of the salvage situation.

34. Reclamation and Maintenance Subsection

The reclamation and maintenance subsection is commanded by a field grade officer. Duties of personnel are—

- a.* Issuing directives for the repair of all usable quartermaster materiel.
- b.* Coordinating relations between the salvage branch and the reclamation and maintenance branch

for the reception, repair, and return to use of salvage.

c. Analyzing situations and, when necessary, directing special units to go into the field and make repairs on the spot.

d. Initiating policy for the reception, inspection, repair, storage, and disposition of items.

e. Inspecting subordinate units.

35. Air Equipment Maintenance Subsection

The air equipment maintenance subsection is commanded by a field grade officer. Duties of the officer are—

a. Exercising supervisory and administrative control over all quartermaster materiel which is used in airborne operations.

b. Supervising depot repair of quartermaster air equipment.

c. Planning, organizing, and preparing standing operating procedures.

d. Providing additional specialized repair teams if the situation warrants.

e. Maintaining reports pertaining to work production of assigned or attached troops.

f. Inspecting subordinate units.

36. Laundry and Bath Subsection

The laundry and bath subsection is commanded by a field grade officer. Duties of personnel are—

a. Establishing depot standing operating procedure for the laundry and bath subsection.

b. Maintaining close liaison with the theater surgeon general on matters pertaining to hospital laundry.

c. Determining the necessity of installations and inspecting laundry and bath companies assigned or attached to the headquarters.

d. Recommending production standards and work measurements.

e. Maintaining consolidated statistics and records on laundry and bath operations.

f. Editing requisitions of subordinate units.

g. Establishing appropriate priorities for the laundering of salvage material.

37. Graves Registration Subsection

The graves registration subsection is commanded by a field grade officer. Duties of personnel are—

a. Formulating standing operating procedures for graves registration units.

b. Reviewing, analyzing, and maintaining consolidated reports of graves registration activities.

c. Developing and recommending plans for search and recovery techniques, operation of cemeteries, and other graves registration activities.

d. Inspecting subordinate units at regular intervals.

38. Effects-Baggage Subsection

The effects-baggage subsection is commanded by a company grade officer. When the depot is given the mission of being the effects-baggage depot for the theater, the duties of personnel are—

- a.* Issuing directives for shipment of property of deceased personnel to the continental United States.
- b.* Consolidating reports of activities of subordinate troops.
- c.* Conducting inspections on matters pertaining to personal effects and baggage.
- d.* Formulating standing operating procedures for subordinate troops.
- e.* Reviewing, analyzing, and maintaining reports as to work volume of subordinate troops.
- f.* Outlining procedure for storage of excess baggage of combat personnel.

CHAPTER 5

PREPARATIONS FOR OPERATIONS

39. Site Selection

Selection of the site to be used by the Headquarters and Headquarters Company, Quartermaster Depot, is the responsibility of a site selection team appointed by the depot headquarters commander after instructions are received from higher echelons. The site selection team, which normally consists of the operations officer, the warehouse control officer, and the supply officer, gathers detailed information on the proposed area and makes recommendations to the higher echelons. The site selection team, in addition to consulting maps and photographs of the area, should make a personal reconnaissance of the proposed area.

40. Space Requirements

The determination of space requirements should begin immediately upon receipt of orders to establish a depot. The mission of the Headquarters and Headquarters Company, Quartermaster Depot, and the directive from higher echelons as to what troops the depot will support will be large factors in determining space requirements. In planning, it must be kept in mind that certain portions within the assigned area will not be usable for either storage or service operations. Another factor to consider is the possibility of expansion. Special consideration should be given each class of supplies as follows:

a. Class I Supplies. Space requirements for class I supplies are based on the total amounts to be handled. The levels of supply, the number of troops served, the order and shipping time, and the type of rations to be handled are the basic factors to take into consideration. Basic data for planning purposes may be obtained from FM 10-13.

b. Class II and IV Supplies. The primary factors to be considered in determining space requirements for class II and IV supplies are the number of troops to be served, levels of supply, and initial issue and replacement factors. For planning purposes, SB 38-4 and FM 10-13 may be used.

c. Class III Supplies. Space requirements for class III supplies will depend on the specific operation. Factors to be considered are number of troops to be served, type of units, availability of rail, water, and pipeline network, availability of bulk storage facilities, and levels of supply to be maintained.

41. Use of Existing Facilities

In an active theater any available buildings, such as unused factories and railroad buildings, should be utilized for storage and field service activities. Even buildings which have been partly destroyed will afford some shelter and concealment. Storage and service methods should be adapted to the peculiarities of the structure. It is preferable that warehouses have spur tracks leading to them. However, buildings which are otherwise useful should not be disregarded just because of the lack of spur tracks. Careful preplanning in placing field service companies and adequate consideration of storage areas

are important preoperational phases which increase the efficiency of the headquarters.

42. Open Storage Areas

In planning open storage areas, the locations having the following characteristics should be considered:

a. Areas must be dispersed and not too large. If a single area is chosen, it will be easily recognizable from the air and therefore susceptible of destruction by a single air raid.

b. Areas must be accessible. They should have a spur track nearby and as many roads within and to an area as possible. Newly constructed roads attract attention, however, and artificial camouflage is difficult and not always successful.

c. Areas chosen must be dry and have good drainage. An area with a concrete or other hard surface is ideal. If no drainage system exists, one should be prepared as soon as practical.

43. Road Net

One of the first requirements a site selection team should consider is an adequate road net both forward and to the rear. Areas where field service units are to operate are more efficient if good hard-surfaced roads are available. Warehouses and open storage areas connected by concrete or hard-surfaced roads are the most desirable, as this permits shipments by small tractors and trailers and eliminates the excessive use of trucks for short hauls. Warehouses should also have a road leading from the main highway. The condition of this road, the work required

to repair the road, and the need for warehouse space must all be considered in preoperational planning.

44. Rail Net

An adequate rail net must be carefully considered by the depot site selection team. Normally the rail net will be considered by higher echelons when the area is assigned. However, certain local transportation features, such as the location of marshaling yards and spur tracks, will affect the choice of storage areas and field service locations; this information must be obtained by the headquarters site selection team. The ideal location for storage areas would be near the marshaling yards; such a location would lessen the possibility of pilferage. Spur tracks to both storage and field service areas are essential, unless all shipping is to be done by truck.

45. Housing

a. Administrative Housing. The Headquarters and Headquarters Company, Quartermaster Depot, which is responsible for analyzing administrative housing needs, should take into consideration available houses which are too small to be used for storage space but which may be used as offices when operations begin. If no permanent structures are available, plans should be made for putting temporary offices in tents until wooden structures can be built. Since maintenance of records is an important function of the Headquarters and Headquarters Company, Quartermaster Depot, adequate administrative housing should be provided as soon as possible. Location of the depot offices should be at a central point

if the area under the administrative and supervisory control of the depot is large.

b. Troop Housing. The company commander should analyze reports made by the site selection team in formulating plans for providing housing for troops, and every attempt should be made to provide the troops with clean, livable quarters. If possible, the headquarters company commander should accompany the site selection team and inspect housing facilities or buildings that might be adapted to housing.

CHAPTER 6

OPERATIONS

46. Control of Subordinate Units

The operations of the Headquarters and Headquarters Company, Quartermaster Depot, consists of administering and supervising attached or assigned subordinate units. Since actual operations are performed by the subordinate units, the depot headquarters is occupied with coordinating the subordinate units into a smooth-working team. Control of subordinate units is accomplished by the following means:

a. Written Directives. Written directives are the usual means by which a headquarters transmits its instructions to subordinate units of its command. They are generally in the form of general orders, special orders, letter orders, bulletins, circulars, and memorandums. All directives should conform to established doctrine and policies of echelons higher than depot headquarters.

b. Oral Orders. Oral orders may be issued in an emergency. In such cases, both the officer issuing and the officer receiving the order should make a memorandum noting the date, time, place, wording, and circumstances under which the order was given. Oral orders should be confirmed in writing as soon as practicable.

c. Conferences. Conference with officers of subordinate units (in most cases battalion and group only) should be arranged by the depot commander

for the coordination and control of operations. Such conferences should be held as often as necessary and at the discretion of the depot commander.

d. Inspection. Inspections, which are the means by which the depot commander may determine the military and technical efficiency of units subordinate to his command, should be held at regular intervals.

47. Coordination

Coordination between all subordinate units is essential to the fulfillment of the mission assigned the Headquarters and Headquarters Company, Quartermaster Depot. The depot may further coordination by planning, supervising, and regulating the activities of units subordinate to it. Conferences and informal meetings and discussions to adjust and resolve differences and to exchange data are ways in which the depot can build coordination among subordinate units.

48. Requisitioning and Delivery of Supplies

Normally, procedures for the requisitioning and delivery of supplies to the units subordinate to the depot are outlined in directives issued by higher echelons. Requisitions submitted by the units are channeled through battalion and group, and the depot headquarters follows prescribed directives from higher echelons in procuring supplies. Subordinate companies may draw directly from the depot if transportation is available, or the battalion in charge of the various companies may distribute the supplies.

49. Communications

Headquarters and Headquarters Company, Quartermaster Depot, must maintain communication with higher headquarters to insure that the company will be prepared to cope with any changes that occur in the tactical situation. The depot must also maintain communication, usually by telephone, with subordinate units to forward verbal directives.

50. Records

The supply section has the responsibility for keeping accurate consolidated records of all supplies and equipment received, stored, and issued by all sections of the depot. Attached or assigned companies will maintain records of supplies and services rendered and forward them in consolidated form to the supply section.

a. Stock Locator System. An effective stock locator system is essential in any depot to insure the rapid and accurate location of supplies in storage. For detailed instructions on operation of a stock locator system, see appendix II, TM 10-250. The minimum data maintained in any system should include—

- (1) Stock number of item.
- (2) Nomenclature of item.
- (3) Location of item by warehouse, section, bay, and row.
- (4) Date of pack or receipt for subsistence items and for some items of clothing and equipage.

b. Stock Records. An adequate system of stock record cards should be maintained by the supply sec-

tion. This is necessary to insure that stock levels are maintained. Stock records also serve as a basis for requisitioning to replenish depot stock and as a record of issue made from depot stock. Among the records which may be kept are—

- (1) Tonnage of class I supplies received and issued.
- (2) Tonnage of class I supplies on hand.
- (3) Rations issued weekly by type in thousands.
- (4) Class I closed storage situation by tons.
- (5) Class I open storage situation by tons.
- (6) Class II and IV issues and receipts by tons.
- (7) Class II and IV tonnage.
- (8) Class II and IV requisitions.
- (9) Captured enemy materiel received and issued in tons.
- (10) Captured enemy materiel on hand in tons.
- (11) Class II and IV storage situation (both open and closed) by tons.
- (12) Class III supplies received and issued by tons and gallons.
- (13) Class III supplies on hand in tons and gallons.
- (14) Tonnage on hand, all classes.
- (15) Tonnage received and issued, all classes.
- (16) Reports on local procurement.

APPENDIX I

REFERENCES

1. Administration

FM 100-10	Administration.
FM 101-5	Staff Organization and Procedure.
TM 12-255	Administrative Procedures.
AR 385-10	Army Safety Program.
SR 385-10-20	Administration of Army Safety Program.
SR 385-10-40	Accident Reporting.
SR 385-10-41	Accident Experience — Reporting and Records.
SR 385-10-60	Safety Publications and Promotional Material.
SR 385-10-61	Protective Clothing and Equipment.
SR 385-155-1	Prevention of Motor Vehicle Accidents.
SR 385-240-10	Safety Color Code Marking.

2. Indexes

FM 21-8	Military Training Aids.
SR 110-1-1	Index of Army Motion Picture, Kinescope Recordings, and Film Strips.
SR 310-20 series	Military Publications Indexes.

3. Military Training

FM 5-15	Field Fortifications.
FM 5-20	Camouflage, Basic Principles.
FM 5-20A	Camouflage of Individuals and Infantry Weapons.
FM 5-20B	Camouflage of Vehicles.
FM 5-20C	Camouflage of Bivouacs, Command Posts, Supply Points, and Medical Installations.
FM 5-20H	Camouflage Materials and Manufacturing Techniques.
FM 21 series	
FM 22-5	Drill and Ceremonies.
FM 23-7	U. S. Carbine, Caliber .30, M1 and M1A1.
FM 23-30	Hand and Rifle Grenades.
ATP 10-221	Army Training Program for Headquarters and Headquarters Company, Quartermaster Depot.

4. Movement

FM 25-10	Motor Transportation, Operations.
FM 100-5	Operations.
FM 101-10	Organization, Technical, and Logistical Data.
SR 55-720-1	Preparation for Oversea Movement of Units.

5. Supply

FM 10-10	Quartermaster Service in Theater of Operations.
TM 3-220	Decontamination.
TM 10-250	Storage of Quartermaster Supplies.
TM 38-403	Station Supply Procedures.

6. Transportation

FM 25-10	Motor Transportation, Operations.
TM 9-2800	Military Vehicles.
TM 9-2810	Tactical Motor Vehicle Inspection and Preventive Maintenance Services.
TM 21-300	Driver Selection and Training.
TM 21-305	Driver's Manual.

APPENDIX II

PREPARATION FOR OVERSEA MOVEMENT DATA

It is the responsibility of the commander of the Headquarters and Headquarters Company, Quartermaster Depot, to prepare his unit for oversea movement. For planning purposes, the following information may be used, but it is suggested that the unit commander compile his own statistics since the space needed will vary with the manner in which the troops will travel. For example, if the troops are to carry their weapons, less space will be needed than if the weapons were to be shipped by separate carrier. For specific information and directives, see SR 55-720-1. The following approximate figures are for equipment only:

Gross weight in short tons.....	22
Cubic feet.....	5,000
Measurement tons.....	125
Motor transportation requirements:	
Truck, 2½-ton.....	9
Rail transportation requirements:	
Boxcars, 40-foot.....	2
Flatcars, 40-foot.....	1

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BY ORDER OF THE SECRETARY OF THE ARMY:

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